**TENDER**

for Supply, Delivery and Installation of

1. Biodegradable/Compostable Sanitary Pad Manufacturing Machines
2. Biodegradable/Compostable Raw Materials for One Cycle of Production
3. Biodegradable/Compostable Pads for Distribution

**Tender Number: 91134612**Date: 21.01.2020

(Single Envelop Bid System)

|  |  |
| --- | --- |
| **Particulars**  | **Description** |
| Purpose of Tender | To select a vendor who could supply 1. Biodegradable/Compostable Sanitary Pad Manufacturing Machine (3 Sets),
2. Biodegradable/Compostable Raw Materials for one cycle of production (70,000-80,000 pcs of pads)
3. Biodegradable/ Compostable Pads 1,321,000 pcs for Distribution
 |
| PN | 14.2134.6-001.00 |
| Tender reference number | 91134612 |
| Date of tender announcement | 21.01.2020 |
| Last date to submit pre-bid queries by the interested bidders | 27.01.2020 |
| Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com  | 31.01.2020 |
| Last Date and time for submission of bids  | 12.02.2020 |
| Mode of Submission  | Technical and Financial bids to be submitted in sealed envelope as per the given instructions.  |
| Validity of Bids/ Offered Price  | 60 days from the last date of submission of bids i.e. Up to 12.02.2020The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ  |
| Address for Bid Submission  | The Head of Procurement GIZ India46, Paschimi Marg,Vasant Vihar, New Delhi-110057  |
| Location of Site  | Project Implementation OfficeGIZ NepalTaranagar-5Dhangadi Sub Metropolitan CitySudur Pashchim ProvinceNepal |

Dear Sir/ Madam

Technical and Financial bid in sealed single envelop are invited on or before last date for submission of bids, from authorized distributor/ manufacturer/ reseller for supply of

1. Biodegradable/Compostable Sanitary Pad Manufacturing Machine
2. Biodegradable/Compostable Raw Materials for one cycle of production (70,000-80,000 pcs of pads)
3. Biodegradable/Compostable Pads for Distribution to be delivered Dhangadhi and Godawari Municipality

The bid may be prepared as per the provisions mentioned in the following documents available:

1. Invitation to Tender- Scope of work and bidding conditions
2. Checklist of documents
3. Covering Letter from Bidder –– Annexure “1”
4. Declaration by bidder – Annexure “2”
5. Specifications – Annexure “3”
6. Document Submission – Annexure “4”
7. Required Technical Specification and Financial Bid (Submission of Price) - Annexure “5”
8. General Terms and Conditions

We look forward to receiving your offers.

With best regards,

Procurement Department

GIZ Office, New Delhi

**Background of GIZ:**

On behalf of Germany’s Federal Ministry for Economic Cooperation and Development (BMZ), GIZ provides technical support for the implementation of Nepal’s Health Sector Programme through a project called ‘Support to Health Sector Program’ (S2HSP). The overall goal of S2HSP is to improve access to effective and high-quality health care services in Nepal, particularly for disadvantaged populations. S2HSP is currently working in five fields of activity in Nepal:

1. Implementing the social health insurance
2. Strengthening human resources for health
3. Strengthening governance in health
4. Improving and harmonizing health information systems, and
5. Promoting adolescent health and development

One objective of GIZ’s support is ‘Promoting Adolescent Health and Development’ with focus on menstrual health and hygiene management in Nepal.

**Scope of work:**

The selected bidder will supply and deliver the materials as per the technical specifications and quantities as elaborated in Annexure 3. The selected bidder shall arrange at its own cost for any site visit and the responsibility of transportation /loading and unloading of materials shall be with the selected bidder. In addition to transportation of materials to the site, the bidder should also be responsible to support for the installation and set-up of biodegradable/compostable sanitary pad manufacturing machines in the location and provide training to operators of machines on its operation and maintenance as per the specification.

The GIZ Nepal shall acknowledge the receipt of material after due satisfaction with regard to material and quantity. A copy of such acknowledgment shall be submitted by the bidder with the invoice to GIZ.

The materials are categorized in 3 LOTS .Refer Annexure 3.

LOT 1 : Biodegradable/Compostable Sanitary Pad manufacturing Machine.

LOT 2 : Biodegradable/Compostable Sanitary Pads

LOT 3 : Raw Materials for Biodegradable/ Compostable Sanitary Pads and Consumables

***The bidders may submit the proposal and quote for all LOTS.***

Price should be quoted for all the items under each LOT (1, 2 and 3). Incomplete proposal will not be considered for the evaluation.

# Tender Conditions

## Eligibility Criteria

### The bidder shall provide sufficient evidence to support the following criteria,

#### The bidder should have an annual turnover of at least 200% of the quoted amount in the last two financial years.

#### It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid.

## Preparation of Bids

### The bidder is required to independently examine the eligibility criteria, terms & conditions and specifications. Failure to furnish all or any of the required information will be at the risk of bidder and may result in the rejection of the bid.

### The bids and submission of related document shall be submitted in English language.

### The financial bids shall be submitted in Indian Rupees only in a prescribed format.

### The bid should be submitted with proper binding of documents with no loose paper.

### It should be signed with full name and full address should be provided along with contact details (contact number, communication address and email)

### Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. The bids should be free from overwriting

## Clarification to the bidder(s)

### An interested bidder requiring any clarification in the tender may send the query through email only at proc-ind@giz.de as per the given timeline.

### Personal/telephonic/telefax contact on the subject of this tender will not be entertained and must be refrained

### Cost incurred towards submitting the bids will in any case not be reimbursed/paid by GIZ

## Submission of Bids:

### Single Envelop system will be followed. Both technical and financial bids shall be enclosed in a common envelop and submitted to GIZ as per the instructions mentioned in this tender.

### The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. If required, GIZ may solicit in writing further information from the bidder.

### The complete techno-commercial bid must be submitted in one big sized sealed envelope only marked with “Bid Offer against Tender Number “91134612*”* and shall be sent to:

### The Head of Procurement,

### GIZ Office, 46, Paschimi Marg

### Vasant Vihar, New Delhi – 110 057

### The bids received after due Date and Time or in unsealed or incomplete shape or bids submitted by Fax or by Electronic Mail will be summarily rejected.

### The bids should reach to the office of GIZ at aforementioned address on or before the closing date 12.02.2020. The closing time of the tender will be 17:30 Hrs of the closing date. GIZ will not be liable or responsible for postal/courier delay, if any.

## Price Submission

### The price quoted should be exclusive of taxes (GST) and tax rate should be clearly indicated “Price Sheet – Annexure “5” transportation costs and any such other levies/ taxes that may be applicable by appropriate authority towards delivery of material at project site should be clearly defined.

### The tax rates should be clearly mentioned on the Price Sheet (Annexure – 5)

### If no mention is made regarding taxes in the price bid, it will be presumed that your rate is inclusive of taxes

### The rate should be quoted in the prescribed form as per Annexure – 5.

## Opening of Bid

Technical and financial bids shall be opened on the next working day of last date of submission of bids by the GIZ Tender Committee (GTC).

## Evaluation of Tenders

### The technical bids shall be evaluated following the criteria as specified Annexure 1 and documents submitted as per Annexure 4.

### In case GIZ requires further clarification from the bidders, the same shall be solicited in writing and the bidders shall furnish such information within two (2) working days from the date of such communication.

### GIZ will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are substantially responsive in confirming to all terms and conditions of the bidding documents without material, quantity and quality deviations.

### The evaluation of a bid by the GIZ will take into account, in addition to the price bid, all relevant factors such as compliance with the following:

#### Technical specification

#### Delivery schedule offered in the bid

## Award of Contract

### GIZ reserves the right to split the complete order into different bidders based on LOTS.

## Acceptance of Bid

### The final acceptance of bid, waiver of any formalities thereof, is entirely vested with GIZ, who reserves the right to accept or reject any or all of the bid in full or in part.

### GIZ would issue the letter of award only to the successful bidder.

### After acceptance of the bid, the bidder shall have no right to withdraw/modify its bid.

### GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the bidders during the process of evaluation of bids in short notice.

# General Conditions

## Project Site

### The project site shall mean individual location “GIZ Nepal”, Taranagar-5, Dhangadhi Sub Metropolitan City, Sudur Paschim Province, Nepal.

## Delivery Schedule

### The bidder shall provide the delivery schedule as per Annexure – 6

## Liquidated Damages and Termination of Contract

### Except because of force majeure, if the bidder fails to perform the scope of work, to the satisfaction of GIZ, within the time period specified in the delivery schedule or within the extended time period if any, GIZ shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damage, a sum equivalent to 1% of the price of the un-performed work/ services for each week of delay until actual completion of work, up to a maximum deduction of 10%. Once the maximum is reached GIZ may consider termination of the contract.

## Force Majeure

### Force Majeure Events shall include the following events to the extent they satisfy the foregoing requirements:

* natural disasters, including but not limited to lightning, earthquake, volcanic eruption, landslide, flood, cyclone, typhoon, tornado
* any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, terrorist or military action
* any requirement, action or omission to act pursuant to any judgment or order of any court or judicial authority or Statutory Entity in India of any Law or any of their respective obligations under this Agreement
* expropriation and/or compulsory acquisition of the Project in whole or in part by any Government or Statutory Entity
* radioactive contamination or ionising radiation originating from a source in India or resulting from another Force Majeure Event excluding circumstances where the source or cause of contamination or radiation is brought or has been brought into or near the Project Site by the Affected Party or those employed or engaged by the Affected Party
* industry wide strikes and labour disturbances having a nationwide impact in India

 Force Majeure Event shall not include the following conditions, except to the extent that they are consequences of a Force Majeure Event:

* delay in performance of any contractor or sub-contractor or their agents;
* non-performance resulting from normal wear and tear of plant, materials or equipment at the bidders facility;
* strike or labour disturbances at the facilities of the bidder;
* insufficiency of finances or funds or the agreement becoming onerous to perform;
* non-performance caused by, or concerned with, the bidder negligent and intentional acts, errors or omissions;
* failure to comply with Law; or
* breach of, or default under this Agreement

## Payment Terms

### 90% of bid price shall be paid as advance against the Bank Guarantee (valid for a period of work completion) after signing the purchase order.

### Remaining amount shall be paid after successful delivery, inspection and testing of material at the project sites and after confirmation of project on receipt of goods in working condition.

\* If GIZ discovers upon examination, that any of the Products delivered are spoiled, damaged or otherwise defective, the Supplier shall replace such defective Products.

\* During inspection of the material by GIZ or by the agency appointed by GIZ before dispatch, if any discrepancy is found, with respect to quality, the entire lot of material is liable to be rejected at the expense of the bidder”.

Checklist of Documents

|  |  |  |
| --- | --- | --- |
| **S No** | **Category Name** | **Relevant Document****YES / NO** |
|  | Covering Letter on company’s Letter Head |  |
|  | Declaration on company’s Letter Head |  |
|  | Acceptance to required technical specification. |  |
|  | Document Submission |  |
|  | Price Submission |  |
|  | Delivery Schedule |  |
|  | Delivery Locations |  |

# Annexure 1: Covering letter

**Covering Letter**

**(To be submitted along with the Proposal/bid on company’s Letter Head)**

M/s …..……………………………………..

…………………………………………

…………………………………………

…………………………………………

…………………………………………

To,

The Head of Procurement

GIZ Office, Fourth Floor

B-5/2, Safdarjung Enclave

New Delhi – 110 029

**Subject:** Offer in response to Bid No. 91134612

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

(Signature of Bidder)

|  |  |
| --- | --- |
| Name of the Contact Person  |  |
| Mobile Number  |  |
| Email Id  |  |
| Land line Number, if any  |  |
| Office address |  |

# Annexure 2: Declaration by the bidder

**Declaration by the bidder (to be submitted along with the bid)**

I/We the undersigned (herein after referred to as manufacturer) having fully understood the nature of the work and having carefully noted design, specification, terms and conditions, etc. as mentioned in the bid document do hereby declare that,

1. All the requirements of the bid document have been understood properly and accordingly agree with all provisions of the bid document and accept all risks, responsibilities and obligations directly or indirectly connected with the performance of the bid.
2. All the relevant information with regard to proper execution of the proposed work have been understood, with respect to the proposed specifications, its intended end use, availability of required materials and labour etc.
3. Are capable of executing and completing the work as required in the bid and is financially sound to execute the scope of work as per the work execution schedule. We have sufficient experience and are competent enough to perform the contract up to the satisfaction of GIZ. We also give the assurance to execute the scope of work as per the specifications, terms and conditions on award of order.
4. We have no collusion with other bidders, any employee of GIZ or team engaged in executing the scope of work.
5. We have not been influenced by any statement or promises by any employee of GIZ or anyone from the team engaged by GIZ but only by the bid document.
6. We are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
7. We have never been debarred to undertake similar work by any Government undertaking/department.
8. The submitted offer shall remain valid for acceptance for 60 days from the last date of submission of bid.
9. All the information and the statements submitted with the bid are true to the best of knowledge.

(Signature of Bidder)

Name:

Seal/Stamp:

Date:

# Annexure 3: Technical Specifications

**Lot 1**

|  |  |
| --- | --- |
| **S.No.** | **Name of items and specification**  |
|  | Biodegradable/Compostable Sanitary Pad Manufacturing Machines – 3 Sets |
|  | Physical specification  |
|  | Man Power Required | 5 persons |
|  | Phase | Should be single phase |
|  | Semi- Automatic Sealing Machine | 2 (Number) Sealing Layers- Top non-woven, middle absorbent SAP air laid paper and bottom bio plasticCutting-All the layers in shape of a wing padEmbossing -Designing better channel flow of menstrual liquid  |
|  | Air Laid hydraulic shaping machine | -Cutting SAP air-laid paper in curved pad shape-Rate-10/20 at a time |
|  | Core dies | 2 (Number) Requirement for air laid cutting machine |
|  | Sealing Machine | For sealing the products (for sealing packing pouches) |
|  | Sterilizing Unit | Sterilization of sanitary pads |
|  | Weighing Machine | For weighing the products |
|  | Gum Sprayer | Used in sealing products |
|  | **Performance/Functional Specification** |  |
|  | Production rate | 2000 pads per 8 hrs shift |
|  | Sterilizing rate | Rate- 240 pads under UV rays for 30 minutes. |
|  | **International Standard Certification** |   |
|  | Environment  | If right raw materials are used, machine should be able to produce fully compostable pads |
|  | Other terms |   |
|  | Spare parts | Recommended spare parts should be provided |
|  | Product catalogue/User Manual/Guide | Required |
|  | Installation and Training  | -Machine should be installed and set up in three different locations in Sudur Pashchim Province, Nepal-After installation of machine, training of atleast 5 days should be provided to operators in three separate locations in three groups respectively.-Training should include installation, operation and maintenance of machines. Detail schedule should be provided in the quotations. -Transportation and Accommodation cost of trainer should be included from company's location in India to Sudur Paschim Province, Nepal.  |

**Lot 2**

|  |  |
| --- | --- |
| **S.No.**  | **Name of items and Specification**  |
|  | **Raw Materials for Compostable Sanitary Pads and Consumables 70,000–80,000 Pcs** |
|  | **Physical Specification**  |  |
|  | Raw materials for compostable pads and consumables  | Able to produce sanitary pads that are compostable as per Compostable American Standard ASTM 6400, European Standard EN 13432 or IS/ISO 17088 |
|  | Component used to make top layers | Should be biodegradable and compostable |
|  | Component used to make back layer | Should be biodegradable and compostable |
|  | Safety | No harmful chemical SAP should be used |
|  | **International Standard Certification** |   |
|  | Environment | Compostable as per American Standard ASTM 6400, European Standard EN 13432 or IS/ISO 17088 |
|  | **Other terms**  |  |
|  | Cover Packaging  | Should be compostable |

**Lot 3**

|  |  |
| --- | --- |
| **S.No.**  | **Name of items and Specification**  |
|  | **Biodegradable /Compostable Sanitary Pads 1,321,000 pcs** |
|  | Physical Specification  |
|  | Size | Regular (approximately 230 to 240 mm)  |
|  | Weight | 8-10 gm  |
|  | pH value | 6-8.5 |
|  | Compostable/Biodegradability  | Pads should be 90% compostable in 180 days as per Compostable American Standard ASTM 6400, European Standard EN 13432 or IS/ISO 17088 |
|  | Lab Report for compostability /biodegradability of pads | Indian Government certified lab report  |
|  | Comfort  | Should be fluffy and comfortable to use  |
|  | **International Standard Certification** |   |
|  | Environment  | Compostable American Standard ASTM 6400, European Standard EN 13432 or IS/ISO 17088 |
|  | Quality  | Bureau of Indian standard |
|  | **Other terms**  |   |
|  | Sterilized  | Should have been Sterilized to prevent infection |
|  | Cover Packaging  | Should be compostable |
|  |  |   |

# Annexure 4: Document Submission

1. **Checklist**

Bidder should confirm that following documents has been submitted along with the bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Documents** | **Yes** | **No** |
|  | Covering letter as per prescribed format (Annexure 1) |  |  |
|  | Declaration on Company’s letter head with complete contact details as per prescribed format (Annexure 2) |  |  |
|  | Agreement of Technical Specification (Annexure 3) *Signed and stamped*  |  |  |
|  | Filled checklist (Annexure 4) |  |  |
|  | Price bid as per prescribed format (Annexure 5) |  |  |
|  | Delivery Schedule: Total time frame required for supply of material (Annexure 6) |  |  |
|  | Further documents required as per section 2 below |  |  |

1. **Bidders to provide following information and need to attach documentary evidence in support of each of them**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Description** | **Relevant document to be submitted** | **Documents Submitted** |
| **Yes** | **No** |
|  | Annual turnover of at least 200% of the quoted amount in the last two financial years.  | Copy of audited statement by CA.  |  |  |
|  | It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid.  | Copy of Pan card Copy of GST number  |  |  |

Signature of the bidder

Name:

Seal / Stamp

# Annexure 5: Price bid submission

Separate excel for price submission enclosed with the tender document.

* Please note the delivery address:

Project Implementation Office

GIZ Nepal

Taranagar-5

Dhangadi Sub Metropolitan City

Sudhur Pashchim Province

Nepal

Contact Person: Mr. Dal Bahadur Luhar

Contact Number: 091-526738

# Annexure 6: Delivery Schedule

**Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Description** | **Expected Plan (GIZ)** | **Plan Proposed by the bidder** |
|  | **Date of Purchase Order / Award of Contract** | **D0 (Day 0)** |  |
|  | **Complete Delivery of all LOTS/ SPECIFIC lot**  | **D0 + 30 days**  |  |

Name of the Supplier:

Signature & Stamp

Date

* **PLEASE NOTE THAT ALL THE DOCUMENTS SHOULD BE SIGNED AND STAMPED INCLUDING THE PRICE SCHEDULE.**